

Information Technology Assistant

InterAct is a non-profit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. The Agency has been in operation for over twenty three years. Our administrative headquarters is in Kalamazoo with delivery of services in Kalamazoo and Kent Counties. The Agency has an annual budget of \$9 million with over one hundred and forty staff members.

Responsibilities

Assist in maintaining all IT systems, software and databases.

Create reports including security to ensure integrity of data in a Microsoft SQL environment. Also includes planning, writing and documentation of procedures.

Implement diverse computing systems and strategies to support financial, database, server and mobile computing needs

Provide help desk functions for in-office and mobile usage for staff of 140, including ongoing training.

Will routinely be on site at our Kent location while the position is based in Kalamazoo.

Qualifications

Associates degree- Bachelor's preferred in a related field

Some experience in a helpdesk or IS support role preferred which includes electronic health record and mobile technology/computing environment and database development

Experience with Microsoft SQL & Microsoft Visual Studio, Windows 7, some web/database development

A results focused customer service approach essential

To learn more about InterAct of Michigan please visit our web site www.interactmich.org

If you are interested in this professional opportunity go to Job Opportunities in the About Us section on our web site; or submit information by email to merickson@interactmich.org. EOE